

CARL in the Wild Procedures

The following procedures allow staff at OWLSnet member libraries to use CARL outside of a library. These procedures protect patron privacy and member library data if a device is lost or stolen.

CARL in the Wild Requirements

CARL in the Wild requires a dedicated, library owned, OWLS approved device that has been password protected and configured by OWLS (or to OWLS specifications if directed to self-configure).

All library staff using the device agree to the following:

- The CARL in the Wild device will only be used by staff.
- The device will be shut down or locked whenever not in use, including during transport or when unattended.
- Staff will immediately report a missing device to the library Director and to OWLS.
- No software can be added, or configurations changed, without OWLS permission.

How to use CARL in the Wild

First time users

- Verify that you can meet the above requirements. OWLSnet approved staff will work with libraries to install CARL and VPN software. CARL X is only available on Windows devices, CARL Connect should be used via device's browser.
- Sign the CARL in the Wild Agreement and send it to OWLS. Keep a copy of the agreement in the device case.

Scheduling a remote site visit

- Send an email to OWLSnet Help telling us when you plan to use CARL in the Wild. OWLSnet staff will verify that we have VPN licenses available for that date and time.
- If you will be using a network that isn't open to the public, such as a school network, obtain authorization from the network administrator. They may need information about your device to grant authorization.

At the remote site

- Log in to the VPN.
- Log in to CARL

Before leaving the remote site and whenever device is unattended

- Log out of CARL.
- Log out of the VPN.
- Shut down the device.

CARL in the Wild Agreement

I agree to the following:

- The CARL in the Wild device will only be used by library staff.
- I will make sure the device is shut down or locked whenever it's outside of the library and not in use by library staff, including during transport and when unattended.
- I will immediately report a missing CARL in the Wild device to my library Director and to OWLS.

(signature)

(date)

Please keep a copy of this agreement in the device case.